

Hand Book of
“A CODE OF CONDUCT”

Rules and Regulations
for
Students

KCES’S Institute of Management & Research Jalgaon



This document has been prepared
by
Director

KCES’s Institute of Management & Research in the light of
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KCES’S Institute of Management & Research Jalgaon

STUDENTS’ HANDBOOK ON CODE OF ETHICS AND CONDUCT ALONG WITH STANDARD PROCEDURES

PREFACE

This Hand book indicates the standard measures and practices of the KCES’s IMR Jalgaon for all students enrolling with the Institute for pursuing various courses. All students must know that it is mandatory upon them to abide by this Code of Ethics and Conduct (herein after referred to as the ‘Code’) and the rights, responsibilities including the restrictions flowing from it.

The rights, obligations, and norms that govern student conduct at Institute are summarized and explained below. This statement is meant to serve as a guideline rather than a comprehensive list of all conceivable community violations. Students who break community standards may face disciplinary action through the student conduct system. Please review the section on Student Conduct Policies and Procedures for a detailed understanding of the Institute's student conduct process.

Conduct expectations are outlined under the following policies:

Section	Student Conduct Policies
1.	Academic Misconduct
2.	Alcohol and Other Drugs
3.	Assault, Infliction of Physical Harm
4.	Banners and Posters
5.	Harassment and Extortion
6.	Discrimination, Including Harassment, Based on Protected Class
7.	Disorderly Conduct
8.	Events and Parties
9.	Failure to Comply
10.	False Representation
11.	Sexual Misconduct, Including Sexual Assault, Sexual and Gender-Based Harassment, Stalking, and Intimate-Partner Violence
12.	Smoking
13.	Theft, Vandalism, or Property Damage
14.	Unauthorized Entry or Access
15.	Unauthorized Use of Institute Facilities and Services
16.	Weapons and Fireworks
17.	Uniform and Identity Card

1. Academic Misconduct

Academic misconduct is defined as any breach of the Institute's academic integrity standards, whether deliberate or unintentional. Cheating on an exam, plagiarism on an academic assignment, or illegal collaborative work are all examples of academic misconduct.

Evidence of academic misconduct may include, but is not limited to, the following:

- Some of the student's work is identical to or closely paraphrases the work of an uncredited source.
- Inexplicable coincidences in student work on tests, papers, problem sets, and other assignments when cooperation in the creation of the work was not permitted.
- Submission of the same work in more than one course without prior approval is prohibited.
- Sources that must be acknowledged include, but are not limited to, lab manuals, books, book articles, journal articles, and web pages, as well as graphs, charts, tables, data sets, and other graphics found in any of the above sources. The source must be acknowledged, as well as how it was used as a source for any specific parts of the student's assignment.

2. Alcohol and Other Drugs

On Institute premises or as part of any Institute activity, illegal possession, use, purchase, or distribution of alcohol is banned. On Institute property or as part of any Institute activity, the unlawful possession, use, purchase, or distribution of illicit drugs, controlled substances (including stimulants, depressants, narcotics, or hallucinogenic drugs), or paraphernalia—or the misuse of prescription drugs, which includes sharing, procuring, buying, or using in a manner other than the prescribed use, or by someone other than the person for whom it was prescribed—is prohibited.

As a result of alcohol and/or drug usage, KCES's IMR acknowledges that there may be circumstances in which students require immediate medical help for themselves or others.

The Institute expects each student to take responsibility for their fellow students' safety and well-being, and to seek help from Institute officials and/or medical emergency services through 102, without fear of Institute disciplinary action for the consumption of alcohol or the use of controlled substances.

3. Assault, Infliction of Physical Harm

Physical restraint, assault, or any other act of violence or use of physical force against a community member, as well as any act that threatens to use physical force, is prohibited.

Whether or not the risk is realized, conduct that a person knows, or that any reasonable person under the circumstances would know, puts oneself or another in danger of bodily harm is subject to disciplinary action.

The director will review the conduct and the circumstances in which it occurred and decide whether it falls under a minor or major adjudication. The more reckless the conduct and the greater the risk of serious bodily harm and/or the greater the actual bodily harm caused, the greater the likelihood of a severe sanction.

4. Banners and Posters

For KCES's IMR, these are the fundamental rules and expectations of expression.

Banners and posters must meet acceptable display restrictions, and they may be removed if they violate Institute policy or the requirements outlined below.

Actionable harassment or bullying; threats, intimidation, or incitement to violence; and defamation or other unlawful breach of others' privacy are some instances of actions that are incongruous with our norms and expectations.

Everyone is encouraged to participate in a civil exchange of ideas, with the knowledge that even if we disagree, we are all valued members of the KCES IMR Institute community.

Students are also advised to read the Student Code of Conduct's Disorderly Conduct section.

a) Banners:

Banners may only be hung in the open area, parking lot, and lounge; banners hung elsewhere will be removed. The normal banner display time is one (1) week, and groups and student organisations can only reserve one (1) banner each month. Student organisations or community-wide activities are given priority. Requests for banner space must be submitted to the Director's Office three (3) days prior to the desired commencement date. Before being installed, all banners must be approved by the Director Office. Students understand that a banner may be stolen, and that the Institute is not liable for any loss or damage. Commercial solicitations and ads from the outside are forbidden.

b) Posters:

Posters include all advertisements, flyers, announcements, and other materials that may only be displayed on public notice boards.

Outdated posters must be removed as soon as possible; anybody has the authority to remove outdated posters from public notice boards.

Without authorization from the Director Office, posters may not be displayed on lamp posts, garbage cans, buildings, walls, floors, doors, windows in doors, pathways, bike racks, handrails, stairs, or trees, nor on the designated group bulletin boards on Institute premises. Posters must be "signed" by a recognized student organisation or a responsible student individually. There are no references to or representations of alcohol permitted.

If posters do not follow these standards, they may be removed, and the person or organisation responsible for them may be penalized or held financially liable.

5. Harassment and Extortion

- **Harassment:** Harassment is defined as any electronic, written, verbal, or physical act, or a series of actions of physical, social, or emotional dominance, which is intended to cause or should cause bodily or serious emotional injury to another student or group of students. Harassment behaviour can have a harmful impact not just on those who are harassed, but also on those who witness it. Harassment is defined as behaviour that is severe, persistent, or pervasive and has the effect of (i) significantly interfering with a community member's education, employment, or full enjoyment of the Institute; (ii) creating a threatening or intimidating environment; or (iii) substantially disrupting the Institute's orderly operation. Harassment is not tolerated, and those who engage in it will face disciplinary action.
- **Extortion.** Extortion is defined as any verbal, written, or electronic threat of violence or other threatening behaviour directed at another person or group that causes the individual(s) in the group to legitimately fear for their bodily safety. Anyone who uses harassment or extortion to retaliate against someone who reports an incident, files a complaint, or engages in an inquiry in order to influence the student conduct process will be in violation of this handbook's retaliation policy and will face disciplinary action. The Sexual Assault and Harassment Policy shall be used to handle acts of harassment and extortion that occur in the context of intimate-partner abuse or when the behaviour is perpetrated on the basis of sex or gender.

6. Discrimination, Including Harassment, Based On A Protected Class

Discrimination, including harassment, based on a protected class is defined as unreasonable, unwelcome conduct based on an individual's sex, race, colour, age, religion, national or ethnic origin, sexual orientation, gender identity or expression, pregnancy, marital status, medical condition, veteran status, disability, or any other legally protected classification that objectively and subjectively harms the person by severely, persistently, or pervasively interfering with an individual's ability to work. Discrimination of this nature can take many forms and be directed at individuals or groups.

Sexual harassment, sexual assault, sexual exploitation, indecent exposure, intimate-partner violence, dating violence, and domestic violence, retaliation, stalking, and other misconduct that is sex or gender based, or in the context of an intimate partner relationship, including harassment and extortion, stalking, physical assault, and discrimination are all prohibited by the Institute's Sexual Assault and Harassment Policy. If a person has been subject to sexual misconduct in any form, the person should consult with Director of any discipline for guidance and resolution of sex or gender based complaints under the Sexual Assault and Harassment Policy.

7. Disorderly Conduct

Students at KCES's IMR have the right to express their thoughts, feelings, and beliefs both inside and outside the classroom, as well as to openly support causes through demonstrations and other ways. These freedoms of expression apply only if they do not infringe on the rights of other members of the community or the Institute's orderly and/or vital operations. Disorderly behaviour is not authorized in accordance with the principles and expectations outlined in the policy on Academic Freedom and Responsibility. Disorderly behaviour is defined as any act that disrupts the Institute's orderly operation, including, but not limited to:

- Excessive noise that disrupts classes, Institute offices, residence hall neighbors, or other campus and community activities;
- Unauthorized entry into or occupation of a private work area;
- Conduct that restricts or prevents faculty or staff members or student employees from performing their duties, such as interruption of meetings, classes, or events;
- Failure to maintain clear passage into or out of any Institute building or passageway;
- Failure to maintain clear passage into or out of the class room

8. Events and Parties

An event is defined by the Institute as an academic, intellectual, cultural, and/or social gathering hosted on campus by students or a student organisation. Closed events are held for a smaller group of students and/or members of an organisation. They can be open to the entire campus community, open to all enrolled students, or closed events are held for a smaller group of students and/or members of an organisation. Typically, only enrolled students' guests are allowed to attend school events. Without explicit permission from the Director Office, most events are not open to the general public. Both open and closed events have the same registration expectations and procedures.

The Institute further states that no alcohol of any kind is permitted at any of the events or parties. On-campus events are required for Institute events. The student code of conduct may apply to an individual or organisation hosting an event off campus. An open event is one at which all students are welcome to attend without paying a charge. The general campus community may or may not be invited to open activities.

Closed events are held for a smaller group of students or organisation members.

Depending on the size and scope of the event, a guest list may be required.

9. Failure to Comply

Students are expected to follow the instructions of law enforcement officers or Institute officials who are acting in the course of their duty. Furthermore, the Institute expects students who are found guilty of violating the Student Code of Conduct to completely cooperate with all disciplinary measures taken by the Institute.

Failure to comply with imposed sanctions or any relevant orders of an Institute official in the performance of their duties will result in further disciplinary action being taken against the responsible student.

10. False Representation

A student may not knowingly provide false information or make misrepresentation to any Institute office. In addition, the forgery, alteration, or unauthorized possession or use of Institute documents, records, or instruments of identification, forged or fraudulent communications (paper or electronic mail) are prohibited. Upon request, students are obligated to provide Institute personnel with accurate identification and must present their Identity Card when requested. A student may not knowingly provide false information or make misrepresentations to any Institute office. KCES'S IMR Police Department will accept a KCES'S IMR Institute Identity Card as proof of identification.

11. Sexual Misconduct, Including Sexual Harassment, Sexual Assault, Sexual Exploitation, Indecent Exposure, Intimate- Partner Violence:

In the context of an Intimate Partner Relationship, including: Harassment and Extortion, Stalking, Physical Assault and Discrimination, KCES's IMR Institute is committed to establishing and maintaining a community rich in equality and free from all forms of discrimination and harassment.

The Institute aspires to establish an atmosphere in which students and staff can achieve their full academic and professional potential.

The Institute recognizes that all who work and learn at the Institute are responsible for ensuring that the community is free of discrimination based on sex or gender, including sexual assault, sexual harassment, stalking, and intimate-partner violence, in order to create and maintain such an environment. These actions endanger our educational, residential, and working environments and will not be permitted.

The Institute's Sexual Assault and Harassment Policy prohibits all forms of sexual misconduct, including sexual harassment, sexual assault, sexual exploitation, indecent exposure, intimate-partner violence, dating violence and domestic violence, retaliation, stalking, and other sex or gender-based misconduct, including bullying and intimidation, physical assault and stalking, and discrimination in the context of an intimate partner relationship.

12. Smoking

Smoking is prohibited in all indoor or outdoor spaces throughout the Institute, including meeting class rooms, lounges, offices, library, walkways and playground, parking lot etc.

13. Theft, Vandalism or Property Damage

Possession of stolen items is forbidden, as is theft, negligence, malicious, or unintentional damage to personal or Institute property. The appropriate individual(s) may be held liable for restitution, which may result in Institute disciplinary action. If damage happens in the common space of a residence hall for which no one is responsible, restitution may be distributed equally among the inhabitants of that hall. If students do not comply by the conclusion of the semester, administrative costs may be applied. If damage happens during a student event outside of a residential hall for which no individual student(s) accepts responsibility, the sponsoring students and/or organisation may be held liable for the cost of replacing or repairing the damaged property and may be subject to penalties.

14. Unauthorized Entry or Access

Unauthorized entry or presence in enclosed Institute buildings or areas, including athletic facilities, construction sites, and offices, is banned, even if the doors are opened.

Without permission, climbing on any Institute building or Institute-owned structure, or being present on building roofs, is banned. It is against Institute policy to tamper with locks on Institute facilities, have illegal custody or use of Institute keys, or change or duplicate Institute keys. Fines and/or further disciplinary action may be imposed if a student participates in any of these activities.

15. Unauthorized Use of Institute Facilities or Services

Unauthorized use of Institute property, such as buildings, spaces, and grounds; Institute papers and records; or Institute furnishings, equipment, and materials, is a breach of Institute policy and will result in disciplinary action.

16. Weapons and Fireworks

On KCES's IMR Institute grounds or its environs, no student may own or use a handgun.

Rifles, shotguns, handguns, air guns, and gas-powered firearms, as well as all ammunition and hand-loading equipment and supplies, are prohibited. On KCES's IMR Institute property or its environs, no student may possess or use pyrotechnics, dangerous devices, chemicals, or explosives. Knives and other items that could be construed as weapons are prohibited.

17. Uniform and Identity Card

In the annual brochure for enrolled students, KCES's IMR covers the Uniform and Identity cards. The colour and pattern of the student uniform may change throughout time. Any changes to the uniform will be announced by the Institute authority at the start of the academic session. In the Institute, students are required to wear uniforms and carry identification cards. Disciplinary action will be taken against any student who appears without a uniform or identification cards.

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